



Job Vacancy Notice

Job Title:	Legal Assistant III	Opening Date:	09/10/2015		
Job Salary Group:	B19	Closing Date:	Until Filled		
Job Class Number:	3576	Posting Number:	466-2016-001		
Number of Positions	1	WorkinTexas.com Number:	5081564		
Monthly Salary:	\$3,520.34 - \$4,633.50	Travel Required:	NA		
Work Location:	2601 North Lamar Blvd. Austin, TX 78705	Position Type:	Full-Time		
Web Address:	http://occc.texas.gov/jobs/current-employment-opportunities				
Applications Accepted By:					
MAIL: Texas Office of Consumer Credit Commissioner Human Resources 2601 N. Lamar Blvd Austin, TX 78705		FAX OR E-MAIL: (512)936-7610 or Personnel@occc.texas.gov Attention: Human Resources			
You may also create, update and submit your State of Texas application using WorkinTexas.com .					
Job Description					
<p>Performs highly complex (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.</p> <p><u>Military Occupational Specialty Codes</u> Army – 27D, 270A Navy – LN, 2960 Coast Guard – No Military Equivalent Marine Corps – 4400, 4421, 4422, 4430 Air Force – 5J0X1</p> <p>Additional information on the SAO Military Crosswalk is available here: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf</p> <p>ESSENTIAL JOB FUNCTIONS</p> <ul style="list-style-type: none"> • Coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information. • Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings. • Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents. • Prepares synopses, abstracts, or summaries of complex legal issues. • Prepares attorneys for meetings with complainants, witnesses, and expert witnesses. • Drafts and responds to correspondence and opinion requests involving legal interpretations and decisions. • Drafts cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation. 					

- Researches and prepares legislative histories.
- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.
- Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
- Assists in drafting cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.
- Assists in responding to public information requests.
- May supervise the work of others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with an associate's degree.
- Completion of an accredited legal assistant or paralegal program.
- Two (2) years of experience as a legal assistant or in a legal support role.

Preferred Qualifications

- Graduation from an accredited four-year college or university with bachelor's degree.
- Master's or other advanced degree.
- Experience assisting attorneys with litigation.
- Experience working for a regulatory agency.
- Experience assisting attorneys appearing before the State Office of Administrative Hearings, or other administrative court.
- Knowledge of the litigation procedures, the Public Information Act, and rulemaking.
- Knowledge of consumer credit, financial industries, and administrative law.
- Bilingual in English and Spanish.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal terminology;
- Knowledge of state and federal laws, rules and regulations;
- Knowledge of research methods and techniques;
- Knowledge of administrative and court procedures;
- Knowledge of the legislative process;
- Knowledge of public notice requirements.
- Skill in understanding and processing information,
- Skill in the use of office equipment,
- Skill in the use of a computer and applicable software.
- Ability to conduct research;
- Ability to draft, prepare, and interpret legal documents;
- Ability to evaluate and relate findings to cases in question;
- Ability to conduct investigations;
- Ability to communicate effectively;
- Ability to supervise the work of others.

GENERAL

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or

consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to personnel@occc.texas.gov; or via WorkinTexas.com. Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered.

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or personnel@occc.texas.gov. If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Completed	08/28/2015
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